

**US DISTRICT COURT  
IN-COURT HOURLY WORKSHEET CJA**

**Case Number:**

Date	Brief Description of Service Provided	Arrestment and/or Plea	Bail & Detention Hearings	Motion Hearings	Trial	Sentencing Hearings	Revocation Hearings	Other
	Page Total							
	TOTAL(S)							

**US DISTRICT COURT  
OUT-OF-COURT HOURLY WORKSHEET CJA**

**Case Number:**

<i>Date</i>	<i>Brief Description of Services Provided</i>	<i>Interviews, Conferences</i>	<i>Obtain, Review Records</i>	<i>Draft Pleadings, Legal Research, Brief Writing</i>	<i>Travel Time</i>	<i>Investigative, Other - e.g., letters</i>
	<b>Page Totals</b>					
	<b>TOTAL(S)</b>					

**US DISTRICT COURT  
EXPENSE WORKSHEET CJA**

**Case Number:**

		<b>TRAVEL (Box 17):</b>			<b>OTHER (Box 18):</b>			
<i>Date</i>	<i>Description of Service/Expense</i>	<i>Mileage</i>	<i>Mileage Reimburse- ment Amt.</i>	<i>Tolls</i>	<i>Copying, CALR*</i>	<i>Postage</i>	<i>Telephone (Toll Calls)</i>	<i>Miscellan- eous</i>
	<b>Page Totals</b>							
	<b>TOTAL(S)</b>	<b>→ Box 17:</b>			<b>→ Box 18:</b>			